MINUTES of the Regular Board Meeting
of the BOARD OF TRUSTEES of VICTORIA COLLEGE
September 21, 2026

V. Bland Proctor, *Chair*	Luis A. Guerra, *Vice-Chair*	John Zacek, *Secretary*	Susan Cain	Dr. Daniel Cano	Dr. Estella De Los Santos	Catherine McHaney
√	√	√	√	√	**X**	√

Also in attendance: VC Staff: Dr. Jennifer Kent, Mary Ann Rodriguez, Keith Blundell, Cindy Buchholz, Amy Mundy, Darin Kazmir, Jacob Flores, Bridgette Marshall, Amber Baker, James Martinez, Darla Strother, Babette Lowe, Katherine Rodriguez, Dr. Marisa Pierce, Rachael Wilkinson, Bradley Johnson, Lila Stanley, Matt Wiley, Matt Weiler and Bobby Cubriel.

The Victoria College Board of Trustees met for a regular board meeting on Monday, September 21, 2026 at 4:00 PM in Corporate Training Room 101 in the Academic Building of Victoria College located at 2200 E. Red River, Victoria, TX. Mr. Bland Proctor, Chair, presided over the meeting.

A. Call to Order:

1. **Quorum Call:**
   Mr. Bland Proctor called the meeting to order at 4:00 p.m. and announced that a quorum of board members was present.

2. **Certification of the Posting of the Notice of the Agenda**
   Dr. Jennifer Kent certified that the agenda had been properly posted per Texas statute also in accordance with the provisions of Sections 551.125 and 551.127 of the Texas Government Code.

B. Citizen Communication:

1. **At this time, the public is invited to address the Board of Trustees.**
   No members of the public spoke to the Board.

C. ITEMS FOR CONSIDERATION:

1. **ADMINISTER Oath of Office to Appointed Trustee, District 5**
   Mary Ann Rodriguez administered the oath to Susan Armstrong Cain. She is filling the position of Mr. Ron Walker who resigned in August. Mr. Bland Proctor welcomed her to the Victoria College Board of Trustees.

2. **CONSIDER Minutes of the Board Workshop held on July 20, 2026**
   Dr. Daniel Cano moved to accept the minutes as presented. Mr. John Zacek seconded the motion. Motion carried unanimously.

3. **CONSIDER Minutes of the Regular Board Meeting held on July 20, 2026**
   Mrs. Catherine McHaney moved to accept the minutes as presented. Mr. Luis Guerra seconded the motion. Motion carried unanimously.

4. **CONSIDER Minutes of the Board Workshop held on August 10, 2026**

Mr. Luis Guerra moved to accept the minutes as presented. Mrs. Susan Cain seconded the motion. Motion carried unanimously.

5. **CONSIDER Minutes of the Special Board Meeting held on August 10, 2026**

Mr. Luis Guerra moved to accept the minutes as presented. Mrs. Catherine McHaney seconded the motion. Motion carried unanimously

6. **CONSIDER Minutes of the Public Hearing and Special Board Meeting held on August 17, 2026**

Mrs. Catherine McHaney moved to accept the minutes as presented. Dr. Daniel Cano seconded the motion. Motion carried unanimously

7. **CONSIDER 2026 June and July Financial Statements**

Mr. Keith Blundell presented. He shared with the board that since the financials are cumulative, he would review only the July financials in detail if everyone was in agreeance. Mr. Blundell then began with the Statement of Net Position as compared to the same time last year, that total current cash and investments is at about $14.133 million (due to our new Student Success Center which was a $41MIL project) compared to about $22.782 million same time last year. We are down about $8.64 million due to projects. He noted there were no changes in OPEB or Capital Assets since the last audit. Mr. Blundell also noted that current liabilities are favorable to prior year. Total net position is at $37.733 million. Mr. Blundell then reviewed the Statement of Revenues, Expenditures and Changes in Net Assets for the consolidated fund and the Gonzales Center and other projects funds in detail, asking if any clarification was needed as he proceeded. State appropriations are coming in as planned. Ad-valorem is looking good, it is at 101.34%. He compared current year actual to 2025 actual and explained any differences. Tuition and fees for credit classes are at about 104%. Enrollment shows an increase, but if we were to take out the FAST students, we would be about flat at this time. Non-credit is at about 96% of budget and we are at 92% of the year so this is also very good. Mr. Blundell also noted that expenditures are at 88% and we are at 92% of the year. He also noted that our net increase is at $(1,891MIL) compared to $3,933MIL last year. This is due to the transfer of $7MIL to project fund and about $158K to TPEG. Mr. Blundell noted on page 12-14 revenues equal expenditures, that is exactly what we want to see. Mr. Blundell also noted on page 16 of 21 that Debt Service is at about ($116K in the red compared to about ($125K) last year. $200K was budgeted this year and Mr. Blundell noted that this is our last year to use reserves. He moved on to page 18 of 21, pointed out that budget adjustments are at net $0. He noted that on page 19, Gonzales Center still shows a balance of $868 in case any needed projects occur. Mr. Blundell moved on to page 20 and 21. He shared that currently we have around $44.514 million in the master plan budget with about $42.089MIL already expended leaving us at about $2.425 million. Mr. John Zacek moved to accept the financial statements as presented. Dr. Daniel Cano seconded the motion. Motion carried unanimously

8. **CONSIDER 2025-2026 Fourth Quarter Investment Report**

Mr. Keith Blundell presented. He shared that this is the required quarterly disclosure of our investments for the quarter ended 08-31-26. Due to the current interest rate environment, the college transferred the majority of its available funds to Texpool Prime. The Endowment Fund, General Fund, Auxiliary Fund, Debt Service Fund and Construction Fund accounts earned $112,644.67 for the quarter. Texpool Prime accounts earned an average of 3.793% for the quarter. Mrs. Catherine McHaney moved to accept the investment report as presented. Mr. Luis Guerra seconded the motion. Motion carried unanimously

9. **CONSIDER Purchase of Goods/Supplies**

a. **Multifunction Copier** – 3-Year Lease (with Optional 2-Year Service Contract)

Mr. Keith Blundell presented. He shared that President recommends approving agreement with Toshiba Business Solutions. A request for proposals was published on June 3, 2026, with 103 vendors interested and 7 responses received July 1, 2026. Fiscal Impact: Estimated five-year agreement is $286,276.64. He also shared that Toshiba has about 400 clients in our area. Dr. Daniel Cano moved to accept the purchase as presented. Mr. Luis Guerra and Mrs. Catherine McHaney both seconded the motion. Motion carried unanimously.

10. **CONSIDER Allied Health Continuing Ed Testing Fees**

Ms. Darla Strother, Dean of Allied Health, presented. She would like to board to consider adding a student fee to proctor the course certification exam for the following AHCE courses. The Victoria College Testing Center charges this fee for all students when proctoring certification exams. The proposed total course testing fee increase is an additional $28.50 per exam/student. Each course includes one certification exam. Ms. Strother shared with the board that the testing was originally done in HSC 123 at no cost, but they have grown and now need to be moved to the testing center. Mrs. Susan Cain moved to accept the testing fees as presented. Mrs. Catherine McHaney seconded the motion. Motion carried unanimously

11. **CONSIDER Appointment to Board of Directors of the Friends of the Leo J. Welder Center for the Performing Arts**

Mr. Keith Blundell presented. He shared with the board that the Board of Directors of the Friends of the Leo J. Welder Center for the Performing Arts met on August 4, 2026, and voted to recommend Lisa Wube to serve a 3-year term. Ms. Wube is the Director of Parks & Recreation for the City of Victoria. She joined the City in April 2024 and oversees the Parks & Recreation Department's operations, programs, facilities, and venues, including DeLeon Plaza and the Gary Moses Community Center. Lisa serves as a city appointee to the Board of Directors for The Texas Zoo, Victoria and is also a member of the Tourism Advisory Board. Originally from Columbus, Ohio, Lisa earned a bachelor's degree in Speech Communication and a master's degree in athletic administration from North Carolina Central University. She is also a Certified Parks and Recreation Professional (CPRP), reflecting her commitment to the parks and recreation profession and the community she serves. Mrs. Catherine McHaney moved to accept the appointment as presented. Mr. Luis Guerra seconded the motion. Motion carried unanimously

12 **CONSIDER VC Board of Trustees Conflict of Interest Statement**

Dr. Jennifer Kent presented. She shared that The Policy Manual for the Victoria College Board of Trustees, Regulation 005 II B and II C, outlines the legal requirements board members must follow to file a Substantial Interest Affidavit, abstain from voting and/or file a Conflict-of-Interest Statement for College activities related to contracting with vendors, business entities or in real property transactions with which the board member or family member has a substantial interest. This policy does not specifically address other areas of potential conflict of interest, such as community organizations, other non-profit organization relationships, etc. Non-profit boards have such statements and annually review their Conflict-of-Interest Policy and acknowledge in writing that they are aware of the organization's disclosure requirements. It is recommended that members of the College's governing board also annually sign a Conflict-of-Interest Statement. This does not need board approval, but she did ask all board members to please sign and date the included statement and leave in folder. We will have it in their file. It is also part of TASB BBFA Legal Policy.

Mr. Bland Proctor shared the board would now move to Informational Items before moving to Executive Session. A copy of Informational Item #1 and #2 are included in the minutes.

13. **EXECUTIVE SESSION**: The Executive Session is called under authority of the Texas Open Meetings Act, in accordance with *Texas Government Code, Section 551.074*, to discuss personnel matters, contract of employment for the College President and 2025-26 goal settings for the President.

Mr. Bland Proctor called the meeting into Executive/Closed session at 516PM. Dr. Jennifer Kent was called in at 549PM. Mr. Bland Proctor called the meeting back into Open Session at 605PM.

14. **CONSIDER College President's Contract and Compensation Package**

Mr. John Zacek made the following motion in regards to the President's Contract and Compensation Package:

- 1-year extension on current contract taking it to 2029
- 5% base salary increase taking it from $274,106 to $287,811
- $5K increase in business related expense taking it from $20K to $25K
- $40K Bonus
- $1K phone allowance
- Total new compensation package/annual salary increase from $314,106 to $353,811

Dr. Daniel Cano seconded the motion. Motion carried unanimously

D. Informational Items:

1. Strategic Enrollment Management (SEM) Presentation – *Dr. Marisa Pierce*
2. Fall 2026 Progress Report – *Cindy Buchholz*
3. President's Updates and SB212 CEO Report – Zero incidents to report.

There being no further discussion, the meeting was adjourned at 6:07 PM.

Mr. V. Bland Proctor, Chair

Mr. John E. Zacek, Secretary